



RESEARCH & DATA MANAGER JOB DESCRIPTION

Job Title: Research & Data Manager

Reports to: Executive Director

Job Status: Full-Time / Exempt / Salaried / 40 hours per week

Pay & Benefits: Salary range is \$55,000-\$65,000 per year. Benefits include health, vision, dental, life, short-term disability, long-term disability, retirement (SEP IRA), employee assistance program, and time off (3 weeks' vacation, unlimited sick time policy, 2 personal days, 3 flex holidays, 6 company-wide holidays and an end of year closure from December 24-January 1).

Organization Overview

Since its founding in 2014, Achieve Brown County (ABC) has operated under a simple premise: those who care about our community's young people – from parents and educators to civic, non-profit, and business leaders – can accomplish more by working together than by working independently. Our mission is to advance positive, cradle-to-career outcomes for ALL young people. Our vision is a truly equitable Brown County in which ALL young people have what they need to succeed in school, work, and life.

Our team is small and mighty. We are passionate, talented, and dedicated to achieving our mission. We seek to value all kinds of diversity and work hard to eliminate inequities in ourselves, our partnership, and our communities. Our goals are bold, so we support each other to try new things, have courageous conversations and push for change. As we work, we share learning and progress, use data to make decisions and celebrate our wins.

ABC is a part of [StriveTogether](#), a national, non-profit network of community organizations that reaches more than 12.4 million students across the country. Nearly 70 StriveTogether communities are using a "cradle to career" collective impact model and collaborative improvement approach to improve outcomes from cradle-to-career in spaces like Kindergarten Readiness, Early Grade Reading, Middle Grade Math, High School Graduation, Post-Secondary Enrollment, Post-Secondary Completion and Employment.

Position Overview: The Research & Data Manager at ABC is a member of our permanent staff and reports to our Executive Director. This individual is responsible for leading the evidence-based decision-making pillar of ABC's collective impact work which includes administrative work, facilitation of meetings and teams, relationship building, research, data analysis, data visualization and more. This individual will work closely with all team members at ABC as well as external partners, community leaders, board members and the public to guide ABC's strategic priorities and ensure that data is translated into community action.

Essential Duties and Responsibilities

Administrative

- Participate in and have leadership roles in staff meetings, budgeting, and strategic planning for the organization. Bring a data lens into these spaces to benefit our mission, vision, and purpose.
- Contribute data to grant writing and reporting, in the development of the annual report, for the annual civic infrastructure submission to StriveTogether and in other ABC or community publications as required, ensuring all data is accurate and timely.
- Provide supervision, support, and leadership to any data team members at ABC (i.e. staff, interns, fellows, AmeriCorps members).
- Responsible for all contracts related to data, research, and evaluation including recruiting diverse consultants to meet the research needs of the partnership, negotiating and managing contracts per annual budgets, and ensuring contracted deliverables are completed per contracted agreements.

Facilitation & Relationship Building

- Provide leadership and training to ABC and the Brown County community at large to develop and create a culture of evidence-based decision-making, data literacy and strong analytical skills.
- Facilitate key relationships, in collaboration with partnership leaders, to effectively cultivate a robust data infrastructure. Negotiate, develop, and maintain data sharing agreements with partner institutions as applicable. Understand and ensure privacy laws and standards are upheld.
- Design, convene and facilitate meetings that guide key decisions around our outcomes, continuous improvement, shifting narratives, the work of collaborative action teams and more.
- Present data that measures how issues of equity impact the lives of children, youth, and their families, and identify best practices and opportunities for improvement.

Research, Data Analysis & Visualization

- With coworkers and partners of ABC, plan, co-develop, and execute work related to the partnership's strategic priorities. Develop annual research work plans focused on the strategic and tactical priorities of the partnership. Ensure work plans account for internal and external capacity needs.
- Develop and execute strategies focused on improving the understanding and appreciation of both quantitative and qualitative data among stakeholders.
- Design and support the collection of qualitative stories and community voice including the development of methods, analysis, and findings.
- Establish new data gathering and analysis techniques within the partnership as applicable.
- Complete factor analysis research for outcome areas in support of the collaborative improvement approach utilized by our Action Teams; develop key performance indicators to measure progress towards agreed upon community goals.
- Identify and prepare data content, including charts, graphs and narratives for work teams, leadership, and public communications and presentations.
- Maintain the partnership dashboards on the website, utilizing visualization software and WordPress.
- Assess potential conscious and unconscious biases in existing data and/or any reporting systems and develop strategies and processes to eliminate and reduce these.

Other Duties

- Collaborate with the communication team at ABC to ensure a pipeline of content is available for telling our story to the various audiences we engage with.
- Contribute to a culture of philanthropy at ABC and support fund development activities as required.
- Represent ABC at local, state, and national meetings, events and training as required.
- Actively engage in StriveTogether State and National Networks. Apply learning to local work.
- Support the Mission, Vision, and Values of ABC and abide by standards of conduct, policies, and procedures.
- Other duties as assigned.

Education & Experience

- Five or more years of experience in the field of research and data analysis, statistics, economics, epidemiology, continuous improvement, program evaluation or another related field.
- Bachelor's degree in a relevant field required, master's degree preferred.

Knowledge, Skills, & Abilities

- Shared Values: ability to work in alignment with the mission, vision and values of ABC including a commitment to continuous improvement and ensuring equity is at the core of all we do.
- Focus on Diversity, Equity, Inclusion, Belonging, and Social Justice: commitment to advancing personal and organizational understanding of identity and disparity as it relates to diversity, equity, inclusion, belonging, and social justice issues. Comfortable reflecting on and engaging others in difficult conversations and strategic actions to address inequities along lines of race, income, disability, ELL, gender etc.
- Data Infrastructure Knowledge: understanding local and statewide research and data sources, including from the Wisconsin State Department of Public Instruction and University of Wisconsin System.
- Research and Data Analysis: ability to facilitate others in articulating research questions, guide processes and methods for conducting analyses, and synthesize findings. Skilled in qualitative and quantitative research methods, data analysis, visualization, and distilling takeaways.

- Critical Thinking and Problem Solving: excellent ability to think strategically, break down complicated problems, translate complex information into a digestible format and include diverse stakeholders in reaching solutions.
- Relationship Building and Collaboration demonstrates the ability to develop relationships and facilitate consensus among diverse stakeholders and professionals in sectors such as education, government, nonprofit, civic, etc.
- Planning & Organizing: self-starter with strong project management and organizational skills and ability to take initiative, juggle and follow through on multiple competing priorities with changing targets and deadlines. Proficient in Microsoft Office Suite and web-based applications and databases.
- Communication: excellent written, oral, and interpersonal communication skills as well as an ability to build trust and rapport with a variety of audiences. Ability to write reports, business correspondence, and procedure manuals.
- Adaptability: champions change and guides partners in implementing and accelerating continuous improvement processes; ability to adapt in a fast paced, ambiguous environment. Knowledge of continuous improvement methodologies.

Other Job Requirements

- Ability to pass a criminal background check.
- Valid Wisconsin driver’s license, a reliable vehicle and proof of automobile insurance to get to and from meetings, events, and other work functions.
- Ability to work from 8:00am-4:30pm Monday through Friday with occasional hours on nights and weekends.

Working Conditions

- Work Environment: Our work environment is considered hybrid. All employees should have the ability to be onsite for their entire work week if their schedule requires it. Time is otherwise spent in-office, in-community and in a home office throughout a work week. Employees are issued a laptop for easy movement between our office, community, and home.
- Physical Activities: while performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, operate a computer, operate a motor vehicle, and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. At times there may be heavy phone and email volume with extended periods of time working in front of a computer while at other times there may be bending and lifting that would occur outside of the office for setting up or tearing down of events. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of the job.

We recognize that the unique and diverse backgrounds, talents, skills, and contributions of every individual improve and enhance the quality of the organization. We believe creating an environment where everyone belongs, and thrives, is our collective responsibility. Therefore, we are committed to building a culture that attracts and sustains a diverse mix of professionals who are passionate about the work they do. We work to recruit, develop, and retain talented staff from a broad and diverse candidate pool. ABC is an equal opportunity employer that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

Job Description Acknowledgment

I hereby acknowledge that I have received, reviewed, and fully understand the job description for the Research & Data Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described within the job description.

_____ Printed Name

_____ Signature

_____ Date